


Vacancy announcement		
UN JPO Programme		
JPO in Political Affairs and Sustainable Development		
United Nations Executive Office of the Secretary General (EOSG), Office of the Deputy Secretary-General (ODSG)		Closing date 26 April 2026 6pm EST
<u>Vacancy Announcement # 25P168</u>		
I General information		
Title:	JPO in Political Affairs and Sustainable Development	
Sector of Assignment:	Political Affairs	
Country:	USA	
Location (City):	New York	
Agency:	United Nations Executive Office of the Secretary General (EOSG), Office of the Deputy Secretary-General (ODSG)	
Duration of Assignment:	Initially one year with the possibility to extend up to a maximum of 3 years	
Grade:	P2 step 1 in the first year	
<p>This post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to CANDIDATES WITH CITIZENSHIP OF ONE OF THE FOLLOWING COUNTRIES: Afghanistan, Bangladesh, Benin, Burkina Faso, Burundi, Chad, Colombia, Democratic Rep. Congo (DRC), Ethiopia, Ghana, India, Indonesia, Iraq, Ivory Coast, Jordan, Kenya, Lebanon, Mali, Mozambique, Niger, Nigeria, Palestinian Territory, Senegal, Somalia, South-Sudan, Sudan, Tunisia, Uganda, Ukraine, Vietnam, Yemen eligible-countries-DC-JPOs-2025.pdf</p> <p>Eligibility is restricted to candidates who are 32 years of age or below as of 31 December of the application year (i.e. born on or after 1 January 1994).</p> <p>For general information on the Dutch JPO Programme please visit the website of the Nedworc Foundation: Junior Professional Officer Programme - Nedworc Foundation Please read the criteria and FAQ section carefully before applying.</p>		
II Duties and responsibilities		
Under the overall guidance of the Head of Office, the JPO will assist on management-related and oversight matters in support of the work of the Secretary-General and the Deputy Secretary-General.		

The JPO is expected to

- Assist in the management – revision, distribution, and filing – of correspondence in ODSG. Assist in the monitoring of follow-up actions related to the correspondence.
- Assist in the coordination, revision and proof-reading of materials (Talking Points, Background Notes and Profiles) prepared by the different Units and Departments for the use of the DSG.
- Assist in reviewing and drafting EOSG's responses to reports, correspondence and other documentation.
- Follow-up on implementation of recommendations and liaison with other units in EOSG.
- Support the due diligence and itemized list process as well as assist with the distribution of correspondence and other substantive material.
- Support the Head of Office and relevant Senior Officers, on substantive and management-related matters.
- Bring to the Head of Office or Special Assistant's attention any issues of relevance in the areas of responsibility.
- Perform other functions as required.
- Provide support on the coordination of a range of strategic issues, highlighting potential areas of concern and suggesting possible corrective actions.

III Training component: Learning elements and expectations

The incumbent will have the opportunity to/for

- Participate in trainings and workshops offered to the staff of EOSG
- On the job training by supervisor

On completion of the assignment, the JPO will be able to:

- Gain a good understanding of the management of the United Nations
- Write assessment reports
- Implement recommendations
- Present at meetings to management
- Assess project proposals
- Monitor and follow up of major UN projects
- Establish relationships with different stakeholders

The JPO Programme includes the following learning elements:

- Participation in the "2026 JPO Orientation Programme" organised by the United Nations System Staff College in Turin from 9 to 27 November 2026.
- Possibility to participate in the Organization's learning and development programmes for staff at all levels. Programmes are aimed at developing core values, core competencies and promoting a shared organizational culture and values
- The JPO position includes a Duty travel and training allowance (DTTA) of \$4,000 per year which may be used for learning activities related to the assignment and to career development.

IV Supervision

Title of supervisor: Special Assistant to the DSG

Content and methodology of supervision

Establishment of a Work Plan: The incumbent will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.

V Required Qualifications and Experience

Education:

An advanced university degree (master's degree or equivalent) in a relevant discipline and or international relations is required.

In exceptional cases, candidates with a first-level university degree (bachelor's degree or equivalent) in combination with two additional years (i.e. a minimum of 4 years) of qualifying experience may be accepted in lieu of an advanced university degree.

Substantive parts of the candidates' academic qualification (Bachelor and/or Master) must have taken place in a country that appears on the list of eligible countries.

[eligible-countries-DC-JPOs.pdf](#)

Work experience:

Minimum of two years of relevant work experience with international organizations in management or development (a minimum of four years with a first-level university degree (bachelor's degree or equivalent)).

Work experience within the UN system should not exceed 1 year (including internships, UNV and consultancies)

Only work experience acquired **after the first-level university degree** (bachelor's degree or equivalent) can be considered.

Internships and volunteering may be counted at 50% if considered relevant.

Languages:

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency and excellent skills in written and oral English is required. Proficiency in French is desirable.

Other skills:

Working knowledge of Microsoft Office (Word/Excel/PowerPoint).

UN competencies:

PROFESSIONALISM: Ability to identify issues, formulate opinions and present conclusions and recommendations. Shows pride in work and in achievements, demonstrates professional competence and mastery of subject matter, is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns, shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas work.

COMMUNICATION: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience, demonstrates openness in sharing information and keeping people informed.

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals, solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda, supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position, shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

PLANNING AND ORGANIZING: Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Monitors and adjusts plans and actions as necessary; uses time effectively.

Workforce Diversity

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

VI Background information on Agency/Department/Section

EOSG:

The role of EOSG is to support the Secretary-General in performing his/her function as "chief administrative officer" of the Organization, who shall act in that capacity and perform "such other functions as are entrusted" to him or her by the Security Council, General Assembly, Economic and Social Council and other United Nations organs. The Charter also empowers the Secretary-General to "bring to the attention of the Security Council any matter which in his opinion may threaten the maintenance of international peace and security" These guidelines both define the powers of the office and grant it considerable scope for action.

Office of the DSG:

The role of the Office of the DSG is to support the Deputy Secretary-General in performing his/her functions:

- (a) To assist the Secretary-General in managing the operations of the Secretariat;
- (b) To act for the Secretary-General at United Nations Headquarters in the absence of the Secretary-General and in other cases as may be decided by the Secretary-General;
- (c) To support the Secretary-General in ensuring inter-sectorial and inter-institutional coherence of activities and programmes and to support the Secretary-General in elevating the profile and leadership of the United Nations in the economic and social spheres, including further efforts to strengthen the United Nations as a leading centre for development policy and development assistance;
- (d) To represent the Secretary-General at conferences, official functions and ceremonial and other occasions as may be decided by the Secretary-General;
- (e) To undertake such assignments as may be determined by the Secretary-General.

VII How to apply

Applicants should submit their application **online** via:

<https://owa.undesa.it/oas/oas.aspx?CMD=START&CP=7>

More information on how to apply can also be found on the following website:

<https://jpo.desa.un.org/>

Applications must be received no later than **26 April 2026, 6.00 pm (Eastern Standard Time UTC-5, New York USA)**. Applications received after this date will not be considered.
Applicants will receive a confirmation of receipt.
Only short-listed candidates will be contacted thereafter.